



Miramar | Building Division

Community & Economic Development Department
2200 Civic Center Place | Miramar, Florida 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarfl.gov

Commercial Interior Build-Out / Renovation Package

Who Can Apply

A. Licensed Contractors: Licensed Contractors as per Florida Statutes Chapter 489, and Broward County Construction Licensing. Contractors shall be properly registered in the Building Division. Properly registered means updated licenses and insurances provided in the application process.

All Commercial Projects with a minimal total job value of \$50,000 will be required to provide, additionally to the paper applications and plans, a CD with all the Application Documentation and Plans in PDF format.

Required Documents

Disclaimer: Because of proposed projects vary widely respect to different procedures and the way to be completed, the information shown below does not necessarily reflect all requirements needed for permit application. This information is intended only for minimum guidelines about how to proceed with the application for permit. **As per Florida Building Code, section 107.2.1,** construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Code and relevant laws, ordinances, rules and regulations, as determined by the **Building Official**. Therefore, it will be the entire responsibility of contractors/applicants to provide all required documentation to apply for permit.

- ☐ All required applications based on the scope of work (Structural, Plumbing, Electrical, Mechanical, etc.). The application forms must indicate the square footage & description of the proposed work. All applications shall be submitted prior to issue the permits, and approved set of plans.

Attention applicant → Based on the scope of work, you may need to make additional copies of the standard application form.

- ☐ Job contract → Completed & signed by all parties. Contract shall indicate the job value for every discipline (Schedule of Value). **Job contract shall include labor & materials.**
- ☐ Plans signed & sealed by Professional Engineer or Registered Architect. Plans shall indicate type of Occupancy, Occupancy Load, Type of Constructions, all details and information related to the scope of work. Four (4) sets of plans are required and may be as follow:
 - Two (2) sets of plans originally signed & sealed by Professional Designer.
 - Two (2) sets of copied plans from the original set of plans (Not required to be Signed & Sealed by Professional Designer).
- ☐ All applicable current Product Approvals (N.O.A,s) & any other applicable specifications.
- ☐ Heating - Cooling Load Specifications & Energy Calculations.
- ☐ Approval from **Broward Development & Environmental Regulation Division (DERD)**. 1 North University Drive, Suite A-102 Plantation, Florida 33324 Phone: (954) 357-6666..
- ☐ **Health Department** (For Sale of Food). Refer to the attached address list for more information
- ☐ Division of Hotels & Restaurants (For the sale & consumption of food). Refer to the attached address list for more information
- ☐ **Statement of Responsibilities Regarding Asbestos** (If the scope of work includes demolition). Refer to the attached address list for more information
- ☐ Notice of Commencement, if job value is more than \$2,500 as per value in a contract signed by both parties (Contractor & Homeowner) or as determined by Building Official. **Notice of commencement must be filed at the**



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Commercial Application Checklist

All Commercial Projects with a minimal total job value of \$50,000 will be required to provide, additionally to the paper application and plans, a CD with all the Application Documentation and Plans in PDF format.

JOB NAME: _____

LEGAL: LOT _____ BLOCK _____ SUBDIVISION _____

PLEASE PROVIDE FOUR (4) SETS OF PLANS AND CD WITH THE COPY OF THE SIGNED CONTRACT FOR REVIEW.

PERMIT(S) REQUIRED:

_____ STRUCTURAL	_____ PLUMBING	_____ ELECTRICAL
_____ MECHANICAL	_____ ZONING/LANDSCAPE	_____ FIRE
_____ ROOFING	_____ OTHER PERMITS REQUIRED _____	

FORMS, CONTRACTS, etc.:

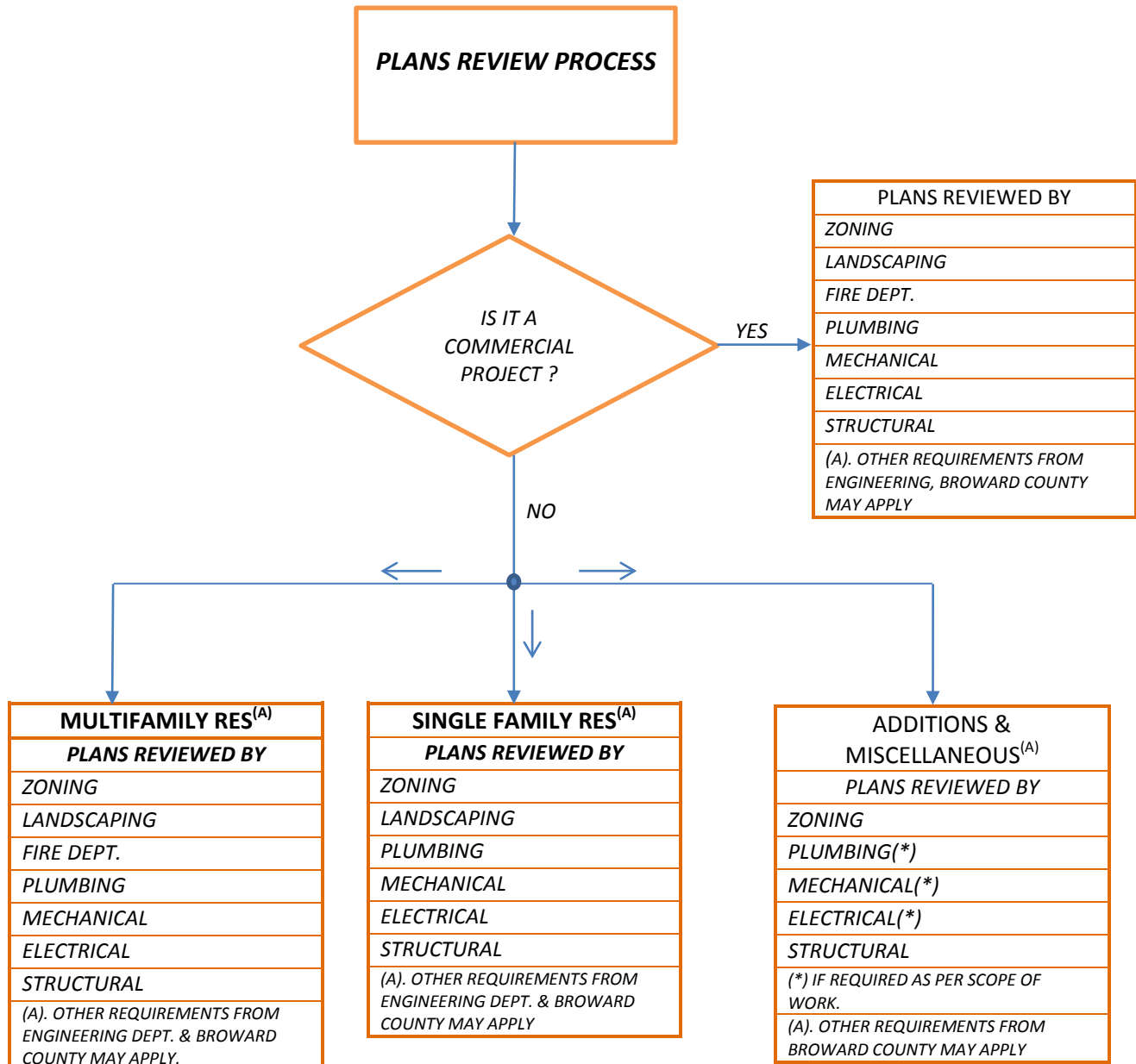
- _____ COMMERCIAL PERMIT APPLICATION (w/ Contract Copy/ Schedule of Values)
- _____ COMMUNITY APPEARANCE BOARD (CAB) APPROVAL
- _____ ENGINEERING LETTER (ERCs: fixture count, # of seats, etc.)
- _____ ENERGY CALCULATION (SHORT FORM)
- _____ MANUAL "N" (heat load calculations, Commercial)
- _____ (2) GEOTECHNICAL INVESTIGATIVE REPORTS (SEALED)
- _____ LANDSCAPE PLAN
- _____ SURVEY (Boundary, Site plan, Topographic, Plot, etc.)
- _____ CITY OF MIRAMAR IMPACT FEE PAID RECEIPT**
- _____ BROWARD CO. IMPACT FEE PAID RECEIPT
- _____ BROWARD CO. ENVIRONMENTAL REVIEW & TRANSPORTATION CERTIFICATES.
- _____ NOTICE OF COMMENCEMENT (Original)
- _____ 30-DAY ELECTRICAL APPLICATION (filled out, notarized)
- _____ (2) SPECIAL INSPECTOR FORMS BOARD OF RULES AND APPEALS, SEALED
- _____ IDENTICAL DOCUMENT AFFIDAVIT
- _____ PROOF OF OWNERSHIP COPY



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Plans Review Flow Chart



CONTACT PHONE NUMBERS

ZONING & LANDSCAPING	ENGINEERING SERVICES.	FIRE DEPT.	PLUMBING ^(B)	MECHANICAL ^(B)	ELECTRICAL ^(B)	STRUCTURAL ^(B)
(954)602-3264	(954)602-3304	(954)602-4888	(954)602-3204	(954)602-3214	(954)602-3228	(954)602-3215
(954)602-3246	(954)602-3318	(954)602-4882	(954)602-3201		(954)602-3212	(954)602-3216

E-MAIL

ZONING & LANDSCAPING	ENGINEERING DEPT.	FIRE DEPT.	BUILDING DIVISION ^(B)
pandz@miramarfl.gov	engineer@miramarfl.gov	wwkeys@miramarfl.gov	building@miramarfl.gov

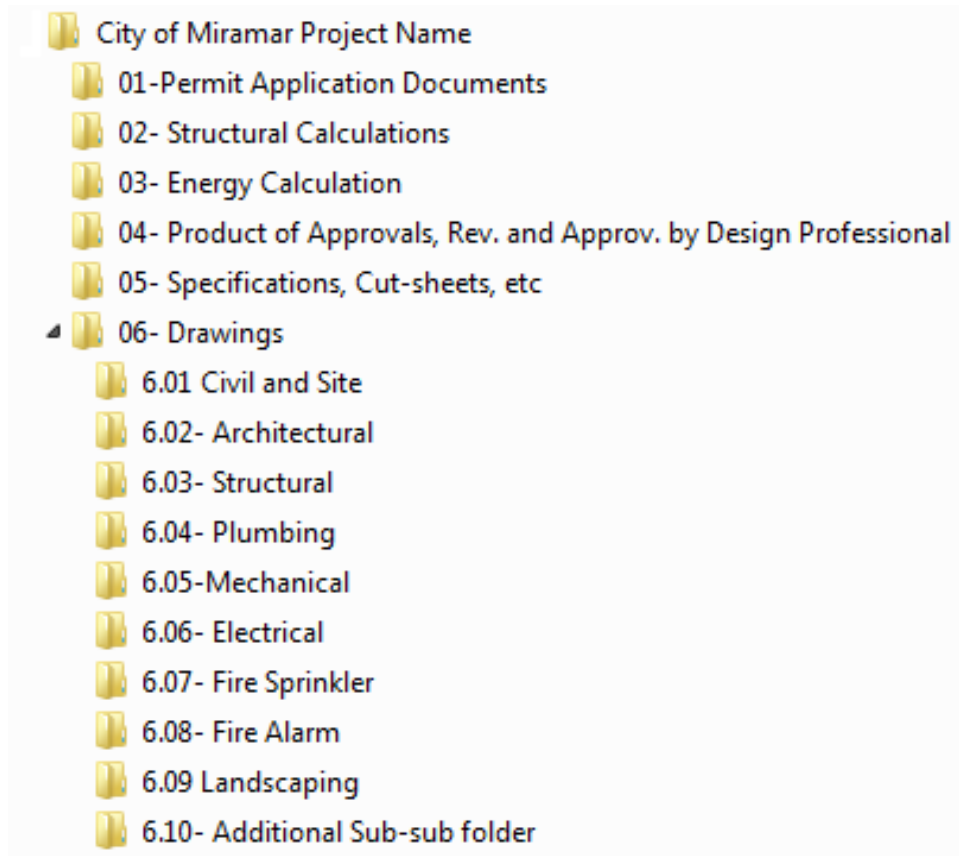


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Digital Folder Distribution

IMPORTANT: All digital applications (CDs/DVDs) that do not follow the format shown below will be rejected. Each discipline's drawings shall be separated sheet by sheet. All files shall be provided ONLY in PDF format.



- For more information, please contact Pablo Cubeddu at 954-602-3203 or Isaías Pena 954-602-3215.



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Affidavit of Identical Documents

CD/ DVD DIGITAL APPLICATION PLANS REVIEW.

☐ **PDF Files:**

I, (print full name) _____ **Architect/Engineer** of Record with registration number AR/PE # _____ with Architectural/Engineering Firm name _____, hereby attest or affirm that the electronic file submittal of the plans for project located at the following address:

_____,
with Project Name _____, is an exact duplicate of the complete hardcopy set of plans submitted.

OR

☐ **PDF Files:**

I, (print full name) _____ **Owner/Agent** hereby attest or affirm that the electronic file submittal of the plans for project located at the following address: _____

Project Name _____, is an exact duplicate of the complete hardcopy set of plans submitted.

I also hereby acknowledge that if there are any discrepancies between the two aforementioned versions, the review process for said project will be terminated, become null and void, and require re-application under a new permit application number. Previously reviewed plans and comments will be discarded. This affidavit will apply to all documents submitted electronically throughout the life of the project including initial submittal, re-works, revisions, shop drawings, etc.

Plan's reference/job identification number from title block: _____

Signature of Architect/Engineer of Record or Owner/Agent (as appropriate)

Contact Name: _____ Contact Phone No.: _____

Contact email: _____

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20_____,

Notary Name: _____

Notary Signature: _____

Personally known ☐ or I.D. _____

STAMP



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<http://www.ci.miramar.fl.us>

<p>NOTICE OF COMMENCEMENT Recording Fees apply. Contact the office of Broward County Records Division</p>	<p>BROWARD COUNTY RECORDS DIVISION BROWARD COUNTY GOVERNMENT CENTER 115 S. ANDREWS AVE ROOM #114 • FORT LAUDERDALE, FL 33301 PHONE (954) 357-7283</p>
<p><u>SOUTH BROWARD DRAINAGE DISTRICT</u> 6591 S.W. 160 Avenue Southwest Ranches. Florida 33331 Phone (954) 680-3337 • Fax (954) 680-3339 http://www.sbdd.org/contact.html</p>	<p><u>SOUTH BROWARD DRAINAGE DISTRICT</u> <u>PERMIT APPLICATION INFORMATION</u> IMPROVEMENTS WITHIN DISTRICT'S EASEMENTS A permit shall be obtained from the District prior to the construction of any docks, decks, fences, brick pavers, seawalls, sprinkler intake lines or other improvements within the easements, rights-of-way or water management areas of the District</p>
<p><u>BROWARD DEVELOPMENT & ENVIRONMENTAL REVIEW SECTION</u></p>	<p>1 North University Drive, Suite 102 Plantation, FL 33324 General Information (954) 357-6666 Development Review (954) 357-6623</p>
<p><u>DEPARTMENT OF BUSINESS REGULATIONS</u> <i>All restaurants, food stores, deli's, etc. (anything pertaining to food), must go to the above mentioned and have their plans stamped. This must be done prior to submitting the plans to the Building Division.</i> Bakeries, meat markets and convenient stores, contact 1-800-435-7352.</p>	<p>Division of Hotels & Restaurants 5080 Coconut Creek Parkway, Suite A, Margate, FL 33063 (850) 487-1395 http://www.myfloridalicense.com/dbpr/hr/index.html</p>
<p><u>BROWARD COUNTY CERTIFICATE OF COMPETENCY</u></p>	<p>1 N. University Drive Plantation, FL 33324 954-765-4400</p>
<p><u>BROWARD COUNTY BUSINESS TAX RECEIPT</u> Broward County Revenue Collection</p>	<p>115 South Andrews Avenue Fort Lauderdale Florida 33301 954-765-4697 (954) 831-4000.</p>
<p><u>BROWARD COUNTY PUBLIC HEALTH UNIT</u></p>	<p>2421A SW 6th AVENUE Fort Lauderdale Florida 33315 - 954-467-4700</p>

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) TAX FOLIO NO.:

SUBDIVISION BLOCK TRACT LOT BLDG UNIT

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name

b. Address c. Interest in property

d. Name and address of fee simple titleholder (if other than Owner)

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes: NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified):, 20

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory's Title/Office

State of Florida
County of Broward

The foregoing instrument was acknowledged before me this day of, 20

By, as (name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For (name of party on behalf of whom instrument was executed)

Personally known or produced the following type of identification:

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By By